

Conferences, Banquets and Functions booked at the Izaak Walton Hotel (Dovedale) Ltd by the Client shall be subject to the following Terms & Conditions:

1. Numbers Attending

- The Client shall give details of final numbers attending the function when requested by the Izaak Walton Hotel (Dovedale) Ltd and in any case, not less than 3 days beforehand. The acceptance of any increase over the previously advised numbers will be at the discretion of the Izaak Walton Hotel (Dovedale) Ltd. Where the booking includes bedroom accommodation, full details of the number of people staying, together with the type of accommodation and length of stay must be stated in writing, no less than 14 days prior to the date of arrival, or sooner if requested. The names of those occupying each room must be given in writing at least 3 days prior to the date of arrival.
- The Izaak Walton Hotel (Dovedale) Ltd reserves the right to charge in full for any decrease from the final numbers given, but in any case the minimum chargeable numbers will apply.

2. Information

- The Client shall provide on request by the Izaak Walton Hotel (Dovedale) Ltd, all such information which is available in relation to the function as may be necessary to enable the Izaak Walton Hotel (Dovedale) Ltd to make a fully informed assessment of its obligations to provide the services.

3. Charges

- The Client agrees to pay all charges on the due dates failing which interest will be charged daily at 2% over the Izaak Walton Hotel (Dovedale) Ltd Bankers Base Rate.
- Any function for which advance payment is overdue by more than 7 days may be cancelled by the Izaak Walton Hotel (Dovedale) Ltd and the cancellation fees detailed in Clause 9 will become payable immediately.
- If there are any queries on any part of an invoice, the Client will pay the undisputed balance of the sum owing on the date due and the remainder on the resolution of the query.
- The Izaak Walton Hotel (Dovedale) Ltd reserves the right to withhold or withdraw credit facilities at any time without notice.

4. Advertising

- If the general public are to be admitted to the Function, the Client should not use names or trademarks of the Izaak Walton Hotel (Dovedale) Ltd without prior written permission and must show all tickets, posters and advertising material to the Izaak Walton Hotel (Dovedale) Ltd for approval in writing. In all other circumstances this information should be provided by the Izaak Walton Hotel (Dovedale) Ltd.

5. Liability

- The Izaak Walton Hotel (Dovedale) Ltd will be liable to the Client and/or persons attending the function for injuries to persons or loss or damage to property only where and to the extent that it has been negligent but otherwise will be under no liability to them whatsoever.
- The Client will be liable for any loss or damage to the property of the Izaak Walton Hotel (Dovedale) Ltd including walls, light fittings and equipment (including items hired for their use) or injury to any person including the staff of the Izaak Walton Hotel (Dovedale) Ltd and indemnify the Izaak Walton Hotel (Dovedale) Ltd against any loss or liability arising from the function.
- The Client is advised to consider arranging insurance for the function covering public liability and loss or damage to their property and that of persons attending the function.

6. General

- The Izaak Walton Hotel (Dovedale) Ltd will take all reasonable steps to fulfil the reservation to the best of its ability and in accordance with the details provided. However it reserves the right to provide alternative services of at least an equivalent standard at no additional cost to the Client. The Client shall not be entitled to assign the booking to a third party and/or not utilise the Izaak Walton Hotel (Dovedale) Ltds facilities other than for the purpose stated without the prior written approval of the Izaak Walton Hotel (Dovedale) Ltd.
- The Izaak Walton Hotel (Dovedale) Ltd reserves the right to pass on to the Client any additional costs incurred.
- Whilst the Izaak Walton Hotel (Dovedale) Ltd has taken all reasonable steps to ensure that the information contained in its brochures, tariffs, leaflets and advertisements is accurate it reserves the right to alter, substitute or withdraw any service, facility or amenity without notice if necessary.
- Notwithstanding any item contained in these terms & conditions, the Izaak Walton Hotel (Dovedale) Ltd will not be liable for any failure to perform its obligations to the Client in whole or in part as a result of the following circumstances: strikes, other industrial action(s), fire at or near the Izaak Walton Hotel (Dovedale) Ltd, flood at or near the Izaak Walton Hotel (Dovedale) Ltd, civil unrest, dispute or commotion, act of god, legal action against the Izaak Walton Hotel (Dovedale) Ltd, not resulting from its negligence, preventing the supply of the services.
- No variation of these terms & conditions shall be effective unless in writing and signed on behalf of both the Izaak Walton Hotel (Dovedale) Ltd and the Client.
- The Agreement shall be subject to the law of the Court.

7. Clients Use of the Izaak Walton Hotel (Dovedale) Ltd

- The Client will:
 1. Comply with all the Health & Safety, licensing and other regulations relating to the Izaak Walton Hotel (Dovedale) Ltd.
 2. Comply with the non-smoking policy within the bedrooms and inside of the Izaak Walton Hotel (Dovedale) Ltd.
 3. Not carry out any electrical or other works at the Izaak Walton Hotel (Dovedale) Ltd, including amplification and lighting without the prior written consent of the Izaak Walton Hotel (Dovedale) Ltd.
 4. Not bring any dangerous or hazardous items into the Izaak Walton Hotel (Dovedale) Ltd and will remove any such items promptly when requested to do so by a member of the Izaak Walton Hotel (Dovedale) Ltd management or any other authorised person.
 5. Not consume any food or drink at the Izaak Walton Hotel (Dovedale) Ltd not supplied by the Izaak Walton Hotel (Dovedale) Ltd or its authorised caterers without the Izaak Walton Hotel (Dovedale) Ltds prior written consent.
 6. Not act in an improper or disorderly manner, leave promptly at the appropriate time and comply with any reasonable requests by the Izaak Walton Hotel (Dovedale) Ltds employees.
- Any person in breach of these terms & conditions may be refused admission to or be removed from the Izaak Walton Hotel (Dovedale) Ltd.

8. Cancellation by the Izaak Walton Hotel (Dovedale) Ltd

- The Izaak Walton Hotel (Dovedale) Ltd may cancel the booking under the following circumstances:
 1. If the Izaak Walton Hotel (Dovedale) Ltd or any part is closed due to circumstances outside of its control.
 2. If the Client becomes insolvent or enters into liquidation or receivership.
 3. If the Client is more than 30 days in arrears with any payment to the Izaak Walton Hotel (Dovedale) Ltd.
 4. If it might prejudice the reputation of or cause any damage to the Izaak Walton Hotel (Dovedale) Ltd.
- In such an event the Izaak Walton Hotel (Dovedale) Ltd will refund any advance payment made but will have no further liability to the Client.

9. Cancellation by the Client

- Full payment is due 2 weeks before the event (unless agreed otherwise).
- Any extras on the day will be paid for on departure.
- If the Client cancels a reservation less than 12 months in advance the Izaak Walton Hotel (Dovedale) Ltd reserves the right to claim the following sums unless the booking is obtained for the same dates from a third party on no less favourable terms:
 1. Cancellation between 6-12 months in advance: 25% of room hire fee.
 2. Cancellation between 1-6 months in advance: 50% of the final invoice.
 3. Cancellation less than 30 days in advance: 100% of the final invoice.
- In all instances notification of the cancellation must be made in writing and will be effective on the date written confirmation is received by the Izaak Walton Hotel (Dovedale) Ltd